4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- **Number and Percent of New Admissions, Last 12 Months** reflect the total number and percent of new admissions into a PHA within the last year. The Percent of New Admissions field calculates the percent of new admissions compared to all types of action in the PHA during the past year. Comparison of this report between PHA programs can show the programs with the highest turnover.

- **Average Waiting List Period in Months** calculates the average amount of time a person had to wait for admission to a PHA program. The average does not include new admissions that did not report a wait list time.

- **Average Wait Time in Months by Family Income** shows the average wait time to gain admission to a PHA program by each income category. This information may be particularly helpful to monitor income targeting requirements.

4.2. PHA Uses for the Report

- **Plan and administer programs**

The New Admissions Report contains demographic and income data plus additional information on the amount of time applicants spent on the waiting list. Data in this report can be particularly helpful to PHAs when they write their PHA Plans. PHAs can use data from the New Admissions Report document housing needs for families on the Public Housing and Section 8 tenant-based assistance waiting lists. A comparison of demographic and income data in the New Admissions and Resident Characteristics Reports can also help a PHA understand how its programs are changing.

PHAs can access information on average wait times by bedroom size, race, ethnicity, and household type. As seen in the report excerpt below, this PHA's Section 8 program had a large number of new admissions (832) which represent a significant percentage (24 percent) of PHA activity in the past year.

MTCS - New Admissions Report			
Program: Section 8 Certificate and Vouchers		**FO123**	**HA001**
Number of New Admissions, Last 12 Months		14,384	832
Percent of New Admissions, Last 12 Months		**8**	**24**
Waiting Period by Unit Size			
Average Wait Time	0 Bedrooms	15	18
in Months by Unit	1 Bedroom	21	36
Size	2 Bedrooms	24	39
	3 Bedrooms	28	53
	4 Bedrooms	**32**	**72**
	5+ Bedrooms	23	3

The New Admissions Report excerpt reveals a 6-year (72 months) average wait at this PHA for Section 8 Certificate and vouchers for 4 bedrooms. Differences in wait times among unit sizes may reflect a shortage of housing or a lower turnover rate for some unit sizes. This information can affect plans for modernization and new unit allocations. For Section 8 programs, the information may suggest the Fair Market Rents need review.

- **Evaluate PHA outreach and tenant selection activities**

Each PHA has an outreach obligation to provide eligible households in the community with information about assisted housing opportunities. PHAs must identify those households least likely to apply and make special efforts to reach them. Some PHAs with long wait lists may not see the results immediately. PHAs can use the New Admissions Report to monitor the success of their outreach and tenant selection activities.

An excerpt of a New Admissions Report below shows that the average wait time for black households is 6 months, for white households it is 11 months, and American Indian or Alaska Native it is 20 months. Significant differences can highlight fair housing concerns.

MTCS - New Admissions Report		FO123	HA001
Program: Section 8 Certificate and Vouchers		**FO123**	**HA001**
Admissions			
Number of New Admissions, Last 12 Months		1,276	50
Percent of New Admissions, Last 12 Months		18	14
Race/Ethnicity/Family Subsidy Status			
Distribution by	White	9	**11**
Head of	Black	14	**6**
Household's Race	American Indian or Alaska Native	14	**20**
	Asian or Pacific Islander	13	0

This PHA may want to investigate this data to determine the reason why the average wait time for American Indians or Alaska Natives is more than triple the wait time for blacks and almost double the average wait time for whites.

4.3. HUD Uses for the Report

- **Monitor compliance with fair housing and equal opportunity requirements**

Periodic reviews of MTCS new admissions data can help Field Offices and TARCs determine if PHA outreach activities appear to reach under-served populations successfully. PHA admissions and occupancy policies should specify how a PHA makes unit assignment decisions when more than one appropriate unit is available. How a PHA handles the tenant selection process is important from both management and fair housing standpoints. The New Admissions Report helps Field Offices and TARC users assess a PHA's tenant selection procedures through information on wait times for families.

It is important to eliminate other possible sources of the difference before assuming that a PHA administers its programs in a discriminatory manner. In an excerpt of a New Admissions Report for a rural PHA showed that during the past twelve months, all new admissions to Project "001" were Hispanic and all new move-ins to Project "002" were white, non-Hispanic.

MTCS - New Admissions Report		HA123	HA123001	HA123002
Program: Public Housing		**HA123**	**HA123001**	**HA123002**
Admissions				
Number of New Admissions, Last 12 Months		25	16	2
Percent of New Admissions, Last 12 Months		12	13	15
Race/Ethnicity/Family Subsidy Status				
Distribution by	Hispanic	20	**100**	**0**
Head of Household's Ethnicity (%)	Non-Hispanic	80	**0**	**100**

A fair housing issue? Further analysis showed that the Non-Hispanic households all required 0 to 1 bedroom units which are only available in Project "002". Hispanic households required 3 to 4 bedroom units which are available only in Project "001", a townhouse development. Although the initial examination might suggest a problem with the PHA's tenant selection policy, further analysis indicates the difference resulted from the availability of needed units. It is important to eliminate other possible sources of the difference before assuming that a PHA administers its programs in a discriminatory manner.